

DD/A 75-0880

24 FEB 1975

MEMORANDUM FOR: Director of Training

SUBJECT : Observations on and Proposals for  
Agency HEO

1. Attached herewith is a draft memorandum of 20 February 1975, which reflects the views of Mr. Thomas W. Holmes, Jr., Director, EEO, concerning the Agency's Equal Employment Opportunity Program. Mr. Holmes has requested Directorate comments before it goes forward to the Director of Central Intelligence.

2. Although the primary impact is on the Office of Personnel, there are several items relating to the Office of Training, and I would specifically appreciate your comments on the following:

a. Should the HEO training effort be expanded, and, if so, to what degree (paragraphs 3 and 18)?

b. Is there a real need for another HEO course for "higher level managers", or can this best be handled by incorporating more HEO into existing courses, if there is a valid requirement (paragraph 3)?

c. What exactly is our responsibility to Mr. Holmes and Ms. [redacted], Federal Woman's Program Coordinator, with respect to their participation in activities of the Agency's Training Selection Board? What do you recommend? What are the "fair share" statistics for women and minority group members on external full-time training (paragraphs 15 and 20)?

d. Where do we stand on the pilot orientation program for minority students at the high school level? How many, from what schools, and when (outgrowth of paragraph 19)?

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3. I think it important that this wrap-up report to the Director of Central Intelligence be accurate and in proper perspective. Please forward your comments within a week or ten days.

/s/ John F. Blake

John F. Blake  
Deputy Director  
for  
Administration

Att

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EO-DD/A  der (21 Feb 75)

Att: DD/A 75-0869 - Draft Memo for DCI fr Director, EEO (Holmes)  
dtd 20 Feb 1975; Subj: Observations on and Proposal for  
Agency EEO